


MEMORANDUM FOR: All OTR Unit Chiefs

STATINTL

FROM:

  
Chief, Plans and Resources Staff

SUBJECT: Documents Forwarded to or from Field  
Stations, Based on OTR Requirements

1. A DDA Task Force named CRAFT, Clandestine Records Application Field Terminal, is seeking to identify items that result in paper flow to, from, and between field stations. This action is being taken preparatory to determining what would be involved in automating correspondence to field stations and bases.

2. OTR has been asked to participate in this exercise and to identify paperwork, correspondence, reports, etc., which are generated because of regulations/requirements peculiar to OTR.

3. Please complete the attached form identifying all OTR correspondence/reports peculiar to OTR and forward the completed forms to C/PRS by 4 November 1977. It will be necessary to duplicate the attached forms in order to report separately on each type of correspondence applicable to your unit.

  
STATINTL

Attachment

S E C R E T  
(When filled in)

1. Identify report, correspondence, regulation, data, etc. by name and briefly describe purpose.

2. Prepared by:

☐ Headquarters (Name Component \_\_\_\_\_)  
☐ Field station (all stations \_\_\_\_\_, only class \_\_\_\_\_, only  
stations in \_\_\_\_\_ Division)  
☐ External (covert asset \_\_\_\_\_, liaison \_\_\_\_\_, other U.S. Agency \_\_\_\_\_)

3. Destination:

☐ Headquarters (Name Component \_\_\_\_\_)  
☐ Field station (all stations \_\_\_\_\_, only class \_\_\_\_\_, only  
stations in \_\_\_\_\_ Division)  
☐ External (covert asset \_\_\_\_\_, liaison \_\_\_\_\_, other U.S. Agency \_\_\_\_\_)

4. Source of requirement:

☐ Legal (U.S. Law)  
☐ Regulation  
☐ Notice  
☐ Instruction  
☐ Agreement (describe) \_\_\_\_\_  
☐ Special (describe) \_\_\_\_\_  
☐ Operational development  
☐ Other (specify) \_\_\_\_\_

5. Type of information conveyed:

☐ Primarily narrative  
☐ Narrative and numeric  
☐ Primarily numeric  
☐ Other (specify, e.g. photo) \_\_\_\_\_

S E C R E T  
(When filled in)

2. IMPORT CL BY 09/28/91

6. Sensitivity:

☐ Routine  
☐ RYBAT  
☐ P&L  
☐ Special Clearance (codeword, etc.)

7. Format:

☐ Free  
☐ Prescribed  
☐ Preprinted form

8. Frequency of preparation:

|                                   |                                       |  |
|-----------------------------------|---------------------------------------|--|
| <input type="checkbox"/> Daily    | <input type="checkbox"/> Monthly      | <input type="checkbox"/> Annually              |
| <input type="checkbox"/> Weekly   | <input type="checkbox"/> Quarterly    | <input type="checkbox"/> Other (specify) _____ |
| <input type="checkbox"/> Biweekly | <input type="checkbox"/> Semiannually |  |

9. Mode of transmission:

☐ Pouch  
☐ Telepouch  
☐ Cable

10. Page size:

|                                     |  |
|-------------------------------------|--|
| <input type="checkbox"/> 8-1/2 x 11 | <input type="checkbox"/> Card                  |
| <input type="checkbox"/> 8-1/2 x 14 | <input type="checkbox"/> Other (specify) _____ |

11. Average message length:

|                                    |  |
|------------------------------------|--|
| <input type="checkbox"/> 1-2 pages | <input type="checkbox"/> 9-10 pages            |
| <input type="checkbox"/> 3-4 pages | <input type="checkbox"/> 11-25 pages           |
| <input type="checkbox"/> 5-6 pages | <input type="checkbox"/> other (specify) _____ |
| <input type="checkbox"/> 7-8 pages | <input type="checkbox"/> Highly variable       |

12. Mode of retention:

☐ Paper  
☐ Film  
☐ Digital

13. Automated system in which currently processed and/or stored, if any. Specify system by name. \_\_\_\_\_  
\_\_\_\_\_

14. Desired time of retention at Headquarters:

\_\_\_\_\_ 2 weeks or less  
\_\_\_\_\_ 1 month  
\_\_\_\_\_ 2-3 months

\_\_\_\_\_ 4-6 months  
\_\_\_\_\_ 7-12 months  
\_\_\_\_\_ Other (specify) \_\_\_\_\_

15. Desired time of retention in the Field:

\_\_\_\_\_ 2 Weeks or less  
\_\_\_\_\_ 1 month  
\_\_\_\_\_ 4-6 months

\_\_\_\_\_ 7-12 months  
\_\_\_\_\_ Other (specify) \_\_\_\_\_

16. Foreign text:

\_\_\_\_\_ Usually  
\_\_\_\_\_ Occasionally  
\_\_\_\_\_ Never

17. Frequency of access by Headquarters:

\_\_\_\_\_ Daily  
\_\_\_\_\_ Weekly  
\_\_\_\_\_ Biweekly

\_\_\_\_\_ Monthly  
\_\_\_\_\_ Quarterly  
\_\_\_\_\_ Semiannually  
\_\_\_\_\_ Annually  
\_\_\_\_\_ Other (specify) \_\_\_\_\_

18. Frequency of access by the field (station personnel\_\_\_\_\_, covert asset\_\_\_\_\_, liaison\_\_\_\_\_, other Agency\_\_\_\_\_):

\_\_\_\_\_ Daily  
\_\_\_\_\_ Weekly  
\_\_\_\_\_ Biweekly

\_\_\_\_\_ Monthly  
\_\_\_\_\_ Quarterly  
\_\_\_\_\_ Semiannually  
\_\_\_\_\_ Annually  
\_\_\_\_\_ Other (specify) \_\_\_\_\_